

### Lines of Responsibility

The superintendent in administering this policy shall be guided by the knowledge that the school board values the freest possible interchange of ideas outside the established framework of direct responsibility as preeminently desirable in the schools. Nothing provided herein shall be interpreted as intending to interrupt the free and open flow of ideas and assistance among personnel at every level.

The following principles shall govern the administrative operation of the school system.

1. Communication shall flow simply and clearly from students through teachers, students, principals, and the superintendent to the school board.
2. Each member of the staff shall be told to whom he/she is responsible and for what functions.
3. Whenever possible, each member of the staff shall be made responsible to only one immediate superior for any one function.
4. Each staff member shall be told to whom he/she can appeal in case of disagreement with the person to whom he is responsible.
5. Each staff member shall be told to whom he/she can go for help in working out his/her own functions in the school program.
6. Each employee in the school system shall be responsible to the school board through the superintendent.
7. All personnel shall refer to matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises.
8. Administrative officers shall refer such matters to the next higher authority when necessary.
9. All employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the school board.

Adopted by School Board: March 24, 1987